



# Preliminary Master Development Plan PUD Checklist

## **Sec. 8-203 Administrative procedure governing planned unit developments.**

**8-203.2** *Pre-application conference.* Prior to filing an application for approval of a planned unit development the applicant shall confer with the Zoning Administrator concerning policy and procedure relative to the application. The Zoning Administrator shall arrange a formal meeting where the applicant or his representative shall meet with other staff persons who will be involved in reviewing and recommending action on the proposed plan development.

## **8-203.3** *Preliminary approval of the proposed planned unit development.*

1. *Application for preliminary approval.* Application for preliminary approval shall be made by the landholder of the affected property or his authorized agent to the Zoning Administrator in accordance with such written general rules regarding procedure, form of application and required information as the Planning Commission may determine, provided such provisions are not inconsistent with the requirements set forth below.
2. *Preliminary master development plan of a planned unit development.* The preliminary master development plan for the proposed planned unit development shall be a general concept plan which shall include the following:
  - a. Sufficient information to disclose.
    - i. The location and size of the area involved.
    - ii. Location of transportation routes including streets, driveways, sidewalks, pedestrian ways and off-street parking and loading areas;
    - iii. Location and approximate dimensions of structures, other than one and two family detached dwellings, including approximate height, bulk and proposed utilization of structures including activities and the number of living units;
    - iv. Estimated population density and extent of activities to be allocated to various parts of the project;
    - v. Reservations for public uses including schools, parks and other open spaces;
    - vi. Other major landscaping features;
    - vii. The general means of the disposition of sanitary wastes and storm water;
    - viii. The type and proposed use for any common open space included within the proposed development. Such information shall be sufficient to meet the requirement of subpart 4, of subsection 8-204.1, Quality, use and improvement of common open space;
    - ix. The ownership of all property proposed for incorporation within the PUD district. A copy of all deeds along with written documents signed by all property owners indicating willingness to abide by the approved development plan;
    - x. The base zone district(s) proposed for inclusion within the planned unit development;

- xi. A listing of land uses proposed for the development. (Note. In an effort to increase the marketability of nonresidential sites located within PUD districts, the applicant may submit a list of alternative land uses, other than the uses shown on the plan, for such sites. Any such listing may contain only land uses permitted within the base zoning district(s) which the planned development district overlays and may be further limited as provided in subsection 8-208.1; and
  - xii. A site plan for all improved open space amenities.
  - b. A tabulation of the land area to be devoted to various uses and activities and overall densities.
  - c. The nature of the landholder's interest in the land proposed to be developed and a written statement of concurrence from all parties having a beneficial interest in the affected property. See subsection 8-201.1, subpart 6.)
  - d. The substance of covenants, grants of easements or other restrictions to be imposed upon the use of the land, buildings and structures including proposed easements for public utilities, drainage ways and common open space.
  - e. When it is proposed that the final master development plan will be submitted in stages, a schedule of proposed submissions thereof.
3. For a PUD involving multi-family uses also provide an analysis of 5-104.1.

If the application is deemed incomplete by the Zoning Administrator, a written request shall be made within ten days after the original submittal, for further information. In such case the application shall be held in abeyance until deemed complete. No plan shall be formally presented for Planning Commission action until such plan is found complete and ready for review.